



## **Marin County School to Career Partnership**

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### **MEMORANDUM OF UNDERSTANDING**

**PARTIES:** Marin County School to Career Partnership and  
the San Rafael Elementary and High School District

**REGARDING:** Responsibilities of the Business/Education Liaisons  
July 1, 2017- June 30, 2018

**DATE:** October 27, 2017

The Marin County School to Career Partnership (PARTNERSHIP), and the San Rafael Elementary and High School District (DISTRICT) mutually agree to the responsibilities and allocation of time for Business and Education Liaisons (LIAISONS) for the period of July 1, 2017 through June 30, 2018, as described below:

#### **RESPONSIBILITIES OF BUSINESS and EDUCATION LIAISONS**

The Business and Education Liaisons will be responsible for the following:

##### Employer Engagement for Work-Based Learning

- Development of employer interest and participation in School to Career through presentations, phone contacts, meetings, workshops and written materials, and development and maintenance of employer database, or through other means, as appropriate;
- Development of specific career exploration and work-based learning opportunities, such as career speakers, workplace tours, job shadows, field studies and internships, to be made available to students both in their assigned districts and to students throughout Marin County;
- Recruitment of employers to participate in specific in-school, work-based learning or School to Career activities, such as career speakers and school-based enterprises; and
- Serving as the Partnership central point of contact for large or countywide employers, and those who need a single point of contact with the Partnership.

### Student Placement

- Placement of students in career exploration and work-based learning activities such as workplace tours, informational interviews, job shadows and internships using the resources of the Marin County School to Career Partnership;
- Assisting teachers in conveying curricular requirements to employers to ensure the integration of the required activities into the work-based learning experiences;
- Monitoring of students at internship sites and in the evaluation process of workbased learning experiences;
- Recruitment and placement of students for internships at the request of employers; and
- Assisting teachers or other staff in district or feeder middle and elementary schools in the placement of students in workplace tours or job shadows, as requested.

### Teacher and Staff Support for School-Based Learning Activities

- Assisting teachers and Career Center staff, as requested, in the preparation, training, screening, referral, and recommendation of students for placements in the above-mentioned, work-based learning activities;
- Sharing of information on current general workplace trends and labor market information and related issues with teachers and Career Center staff, and assisting teachers and Career Center staff in conveying this information to students; and
- Support to middle and elementary teachers in their districts or district feeder schools in the areas of age-appropriate career exploration activities and in recruitment of employers as career or project-related speakers.

### System Development

- Research and updating of labor market information in assigned industry and employer areas;
- Participation in the facilitation of industry advisory committees consisting of both educators across districts and employers in their assigned areas of industry expertise;
- Gathering and recording of data and information on all students, employers and schools, contacts, activities and projects for use in grant reporting and system development; and
- On-going, systematic collaboration with other Liaisons to plan, coordinate and implement common Partnership efforts as set forth in established goals, objectives, activities and programs of the School to Career Partnership.

**TIME ALLOCATION**

To fulfill the above responsibilities, the School to Career Liaison will work at specific school sites and in the community for 196 days 30 hours per week at San Rafael, Terra Linda, and Madrone High Schools, and will provide partnership contact with middle schools in the district. Activities will vary depending on the time of year and the changing needs of San Rafael Elementary and High School District or the Partnership.

The Liaison will complete periodic reports and will be evaluated by the School to Career Executive Director with input from district staff. The district Liaison may be required to spend time, as specified by the School to Career Executive Director, at the Partnership office engaging in countywide planning and coordination activities with the other Partnership Liaisons.

**PARTNERSHIP RESOURCES TO BE PROVIDED:**

The Partnership agrees to provide the following support:

- Financial support in the amount of \$34,010 to support Liaison salary and benefit expense for the 2017-18 program year;
- Mandated employer costs associated with the Liaison;
- Supervision by Partnership’s Administrator; and
- Technical assistance and professional development opportunities.

**DISTRICT RESOURCES TO BE PROVIDED:**

The San Rafael Elementary and High School District agrees to provide the following support:

- Financial support in the amount of \$34,010 to support Liaison salary and benefit expense for the 2017-18 program year;
- Access to office space for the Liaison;
- Access to a telephone;
- Access to a computer; and
- A point-of-contact individual for technical assistance.

The chart below shows the School to Career Liaison Services and projected costs for 2017-18:

SERVICES	DAYS/HOURS IN DISTRICT FOR 2017-18	TOTAL SALARY WITH BENEFITS	DISTRICT SHARE OF LIAISON COSTS (SALARY AND BENEFITS) FOR 2017-18	STC SHARE OF COSTS (SALARY AND BENEFITS) FOR 2017-18
School to Career Liaison	196 days 30 hours per week	\$68,020	\$34,010	\$34,010

\*Final costs reflect salary, benefits, and all driven costs; in 2017-18 an indirect rate of 14.42% is included.

These costs are based on current data. Please note that if the Marin County Superintendent of Schools / Board of Education grants any salary and benefit changes, these additional costs will be invoiced upon negotiated settlement. Actual billing of hours may vary based on any unanticipated work schedule changes, i.e., new vacancies, new hire dates, etc.

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Ken Lippi  
Assistant Superintendent  
Marin County Office of Education

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Michael Watenpaugh  
Superintendent  
San Rafael City Schools